



STATE OF WASHINGTON  
**GAMBLING COMMISSION**

P.O. Box 42400 • Olympia, Washington 98504-2400 • (360) 486-3440 • TDD (360) 486-3637 • FAX (360) 486-3631

## **MANDATORY TRAINING**

## **WHO MUST ATTEND?**

WAC 230-04-020 requires completion of a mandatory training program prior to the granting of a license. The following individuals must complete the following types of training:

**Video Instruction And Affidavit** The highest-ranking elected executive officer (President, Chair of the Board of Directors, Trustees, or equivalent) of a charitable / nonprofit organization must sign the application form, watch a Commission supplied video, and review a handbook to learn of their duties and responsibilities. The affidavit that accompanies the video and handbook must then signed and returned to the Commission where it is placed in the organization's license file.

During the license renewal process for charitable / nonprofit organizations, any new officers will be identified and the appropriate training materials and affidavit will be sent. The video training must be completed and the affidavit returned within sixty (60) days of the license renewal.

**Classroom Training** The following individuals must attend mandatory training. The dates are shown on the reverse side of this notice, or may be obtained from the agency headquarters office. See the phone numbers above.

➔ **ALL NEW APPLICANTS, TO INCLUDE:**

- The highest-ranking officer of a profit-seeking corporation.
- The sole owners and all partners of a business.

➔ **ALL NEW INDIVIDUAL LICENSE APPLICANTS FOR:**

- Charitable / nonprofit gambling manager \*;
- Commercial gambling manager supervising the operation of a progressive pull-tab jackpot game\*;
- Distributor's representative.

\*Must attend training within 30 days of the first day of work.

➔ **EACH MANAGER OF A GAMBLING ACTIVITY:**

- Unlicensed commercial gambling managers who do not supervise progressive pull-tab jackpot games;
- Fund-Raising Event managers;
- Raffle managers;
- Amusement Game managers.

➔ **PRESENTLY LICENSED ORGANIZATIONS / BUSINESSES:**

- If applying to conduct a new gambling activity, see the above instructions to determine who must attend mandatory training.

**NOTE:** Credit for training is awarded to the individual trained, not the employing organization. If you change organizations or businesses, but retain the same job description, you would not be required to attend mandatory training a second time. You may be required to attend training again if you have not been involved in the activity for over three years.